



St Benedict's Catholic College



DEPUTY CATERING MANAGER Application Pack

Message from the Principal

St Benedict's Catholic College is a highly respected and oversubscribed Roman Catholic 11-16 college serving Christian families throughout north-east Essex, we strive to promote the values of our Christian faith throughout our daily life.

Our 2023 Ofsted inspection found that we continue to be a good school, that we are a welcoming school with a strong ethos of caring for pupils and promoting academic achievement. We are recognised for many strengths of our college – as well as noting how well-behaved, confident and happy our young people are.

Student attainment at GCSE in the core subjects of English and mathematics, and in science and humanities subjects, is well above average. St Benedict's is a great place to be and I'm delighted that you are interested in applying to be part of our team.

As our mission statement says, we are proud to be an inclusive community where spiritual, emotional and academic growth are nurtured. We believe in putting learning first and striving for excellence

Our facilities are excellent and we have a rich variety of extra-curricular opportunities that underpin our academic success. The college is set in pleasant, spacious grounds which include hard play areas, playing fields and tennis courts. We have a well-equipped sports hall and fitness suite. Our chapel is used regularly by students and staff for worship, prayer and quiet reflection.

St Benedict's students develop into happy confident and self-aware young adults. There are many opportunities for them to thrive and shine, through high quality teaching and numerous clubs and activities.

We are looking for a Deputy Catering Manager.

The successful candidate will be:

- committed to providing the very best learning opportunities for all our students
- able to challenge all students to make exceptional progress
- a strong team player who forms excellent relationships with staff, parents and students
- willing to support the strong Catholic ethos of our college

We can offer you:

- a warm and welcoming college with excellent links to parish communities
- enthusiastic and well-behaved students who are eager to learn
- supportive, hardworking staff, governors and parents
- opportunities to further your professional development

If you would like any further information, or would like to arrange an informal visit, please contact Mr Chris Brown on 01206 549222.

The post is required as soon as possible and the closing date for applications is Monday 16th September 2024 at 12.00 midday. Interviews to be held the following week.

Please apply by completing an application form which can be obtained from the College website www.stbenedicts.essex.sch.uk/vacancies or by emailing c.miller@stbenedicts.essex.sch.uk. Details

RECRUITMENT

about how we will use the personal data you provide as part of the recruitment process can be found in our privacy notice on our website - www.stbenedicts.essex.sch.uk/welcome/privacy-notice/

The governing body is committed to safeguarding and promoting the welfare of all young people and expects all staff to share that commitment. The successful applicant will be required to complete an enhanced DBS check.

We look forward to hearing from you

Yours sincerely



Jo Santinelli
Principal

Flavour of the local area

The College is situated a short walk from Colchester Town Centre, Britain's oldest recorded town.

Colchester is a thriving, modern town with great visitor attractions, including the family favourites Colchester Zoo and Colchester Castle, as well as fantastic places to eat, drink and shop



There is a growing arts scene in the town, with two highly acclaimed local theatres and the renowned Firstsite and Minories Galleries hosting significant art exhibitions and installations.

The town also benefits from a wide range of excellent schools and colleges as well as being the home of Essex University's main campus.

Colchester also benefits from superb transport links, including excellent road links, direct rail lines going into London (which is less than an hour away), and easy access to London Stansted and London Southend Airports which fly to a growing number of destinations throughout Europe.



DEPUTY CATERING MANAGER – Job Description

Job Description

St Benedict's Catholic College is an inclusive college with Christ at the Centre. We nurture spiritual, emotional and academic growth. We develop our gifts and talents through prayer, work and respect.

Grade: Scale 3

Job Purpose: To assist the Catering Manager in the smooth running of the kitchen.

Reports to Catering Manager

Job role

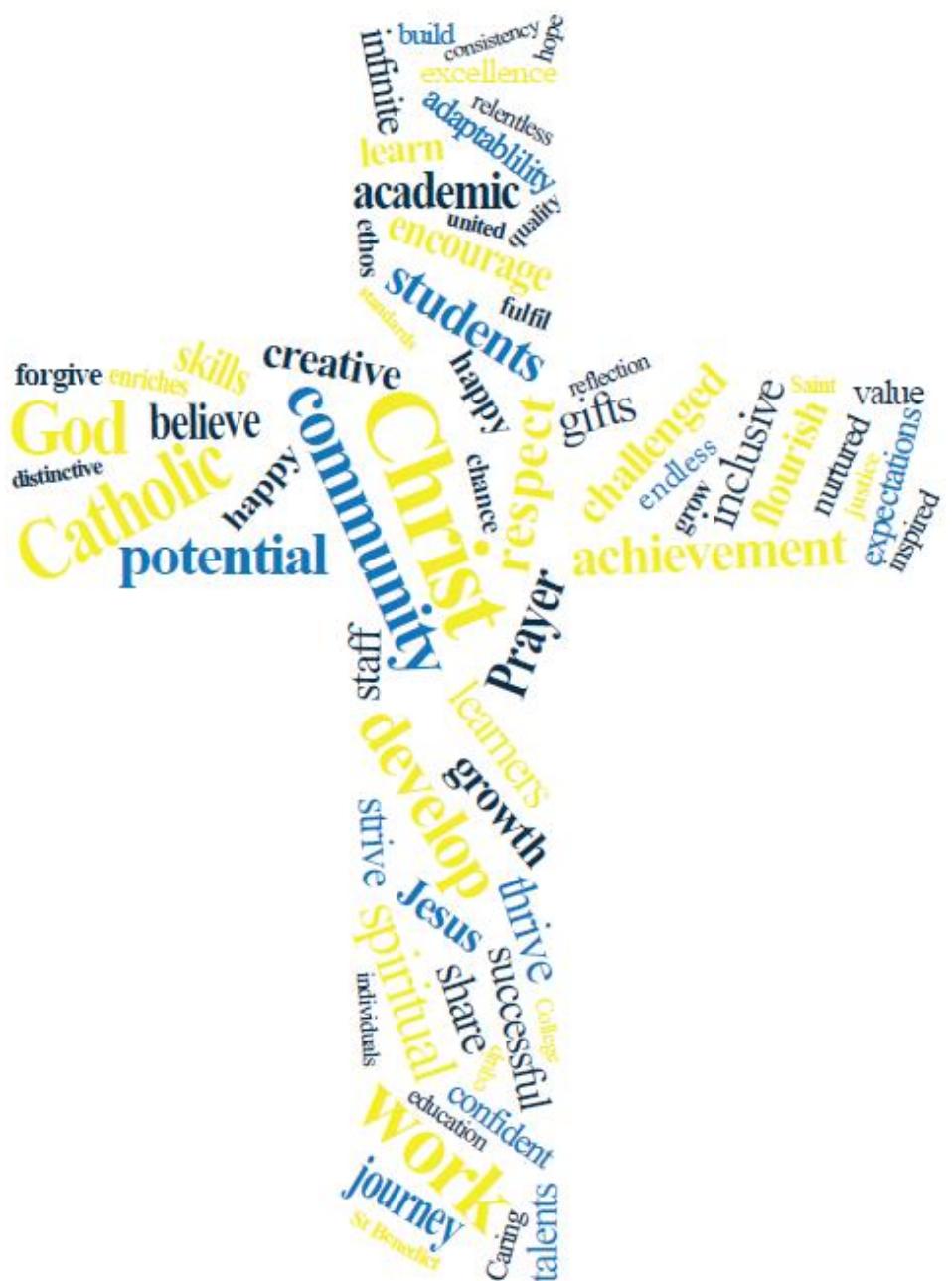
- To support the Catholic ethos of the College
- To prepare, cook and serve nutritious meals, following set portion control and ensuring all food is served to a high standard
- To ensure all food is stored, handled and packed at the correct temperature and in accordance with Food Handling and Hygiene Regulations
- To maintain records of temperatures and remedial action taken where necessary, reporting all issues to the kitchen manager.
- To serve on the food counters following all customer service standards
- To work alongside the Catering Manager to plan and the food service
- To complete cleaning during and following service as required
- To promote 'Healthy Eating' throughout the College.
- To ensure the correct, safe and economical use of fuel and equipment.
- To undertake skilled cooking activities connected with the full range of services offered by the college, including preparation of meals, portion control and the provision of special diets where appropriate.
- To ensure that all staff know about the food being prepared and cooked, so they can advise customers. To assist in daily menu briefs to the catering assistants.
- Initiate and take an active part in any sales promotions and make suggestions to help increase sales.
- To help plan and prepare specials and themed events.
- To deputise for Catering Manager in their absence, including but not limited to
 - Deployment of staff
 - Ordering of stock
 - Menu planning
 - Completing required H&S documentation
- To complete and maintain some stock control and ordering.
- To report any equipment faults and premises maintenance to the appropriate personnel and monitor follow up actions.
- To work with the College and Governing Body on service development for the future.
- To work with the College and Governing Body ensuring that effective communications are maintained with particular emphasis on customer care and college ethos.
- Such other duties as may be required from time to time to meet different circumstances and/or operational requirements.

This is a public facing role and the post holder must speak fluent English

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Principal to carry out additional duties within the context of the job, skills and grade

Person specification

Qualifications and experience	Essential	Desirable
Experience of leading and managing staff		✓
Relevant qualifications to NVQ Level 3		✓
Extensive knowledge of hygiene, health and safety and first aid	✓	
Ability to count and undertake calculations	✓	
Write menus and reports		✓
Use of I.T necessary for the role	✓	
Experience of working with students across the secondary age range		✓
Personal Qualities	Essential	Desirable
Strong organisational skills	✓	
Verbal and written communication skills	✓	
Stamina, energy, resilience and sense of humour	✓	
Calm and patient	✓	
Team player	✓	
Flexible	✓	
Skills and abilities	Essential	Desirable
Ability to maintain high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations	✓	
Establish effective relationships with those working in and with the College	✓	
Empathetic, assertive and a good role model	✓	
Ability to consult effectively with children and adults	✓	
Able to understand the importance of physical and emotional well being	✓	
Able to work effectively in teams as member or leader	✓	
Able to self-manage, make decisions and work on own initiative	✓	
Able to ensure that tight, strict deadlines are met	✓	
Able to demonstrate a firm commitment to equality	✓	
Understand Safeguarding and Child Protection procedures	✓	
Understand and implement the college's behaviour management policy	✓	
Basic understanding of the way in which children develop	✓	
Demonstrate a clear commitment to develop and learn in the role	✓	
Able to effectively evaluate own performance	✓	
Commitment to ongoing professional development	✓	



St Benedict's Catholic College

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www.stbenedicts.essex.sch.uk

